

DFM Project Design Review Schedule

Design Submittals to be sent to Mark DeVore (2 Copies)

Kick-off Meeting (0% Design)

Owner, Architect or Engineer and Client

- Develop Owner's Project Requirements (OPR) and Performance Criteria (PC)

Architect or Engineer

- Submit to Owner for Review and Approval (meeting minute format) the OPR and PC after the kick-off meeting

Preliminary Schematic Design Submittal (15% Design) **(Meeting Required for Major Capital Projects Only)**

Architect or Engineer

- Submit to Owner for Review and Comment; Life Cycle Cost Analysis, Block Diagram, Site Plan concept, Design Narrative
- Submit to Owner for Review and Approval; Schedule of Performance and Basis of Design (BOD)

Owner

- Submit Official Response letter to A/E

Schematic Design Submittal Meeting (30% Design)

Architect or Engineer

- Submit to Owner for Review and Comment; Design Narrative, Site Plan, Floor Plan(s), Exterior Elevation, MEP single line diagrams, Mech/Elec room sketch, Cost Estimate, Specification Outline
- Submit to Owner for Review and Approval; Final Life Cycle Cost Analysis, Updated Schedule of Performance, Updated Basis of Design

Owner

- Submit Official Response letter to A/E

Design Development Submittal (60% Design)
(No Submittal Required for Roof Repair or Exterior Painting Projects)
(Meeting Required for Major Capital Projects Only)

Architect or Engineer

- Submit to Owner for Review and Comment; Cost Estimate
- Submit to Owner for Review and Approval; Floor Plans, Final Civil and Site Plans, MEP Plans, Full Specs, Final Design Narrative, Final Basis of Design, All Schedules (MEP, window, door, etc), BAS Sequence of Operations, Exterior Elevations, 2 Building sections, Full wall section

Owner

- Submit Official Response letter to A/E

Final Design Submittal (100% Design)
(No Meeting Required)
***DFM Approval required before proceeding to Advertisement**

Architect or Engineer

- Submit to Owner for Review and Approval; Final Design Review Checklist, Cost Estimate, Project Manual with all specifications, Design Narrative, All Floor Plans, All Exterior Elevations, All Sections, All Schedules, All Plan details, All MEP plans, BAS Sequence of Operations

Owner

Submit Official Response letter to A/E

Definitions:

Owners Project Requirements – Written documentation of the functional requirements of the facility and the expectations of how it will be used and operated. This includes project and design goals, budgets, limitations, schedules, owner directives and supporting information. (What we want, i.e. Sustainable and High Performance building)

Performance Criteria - Indicators that allow verification that a specific OPR or element in the Design Narrative or BOD has been met. (How we will measure, i.e. LEED Silver)

Design Narrative - Written description of the concepts and features the designer intends (during schematics) to incorporate into the design or what they have incorporated (during the balance of design) to meet the OPR and associated Performance Criteria. (What is the Design)

Basis of Design - Basis, rationale, and assumptions for calculations, decisions, schemes, and system and assemblies selected to meet the OPR and to satisfy applicable regulatory requirements, standards and guidelines. (How the Design will meet the OPR)